

How-to Guide: Approver

1. In your e-Payment Request notification email, there is a link to login to ePR – after logging in to ePR, you will be taken to the ePR Approvals tab, where your pending approval will be highlighted.

Create Payment Request | EM-0000000149

ATTACHMENT(S) COMMENTS

PAYEE

LINE DATA

APPROVALS

Active	Level	Role	Description	Status
	11	SELF		Approved
<input checked="" type="checkbox"/>	13	GFA	05805~TRAVEL	Pending Approval
	14	SUPERVISOR		Approval Not Ready
	50	A/P FINAL REVIEW	A/P FINAL REVIEW~A/P FINAL REVIEW	Approval Not Ready

ADD APPROVER

REFRESH APPROVALS

APPROVE REJECT

FUNCTIONS

2. Prior to approval, you can view Payee, Line detail, attachments of receipts & necessary documentation, and comments.

3. To approve, make sure the appropriate row(s) are highlighted & select **APPROVE**.

If you select **REJECT**, the ePR will return to the preparer, and all approvals will be unapproved.

NOTE: If you are approving for multiple reasons, you may approve multiple rows at once.